

# **Leaf-It-To-Us Kid's Crusade for Trees!**

**2004/2005**

**California Department of Forestry  
And Fire Protection**

**Tree Planting Grant Program**

**Guidelines & Application**

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# INTRODUCTION

The California Department of Forestry and Fire Protection (CDF) is introducing the tree-planting program *Leaf-It-To-Us*, designed to assist kids in becoming motivated to care for and improve their educational environment. The purpose of the program is to distribute funds for community school tree-planting projects initiated and undertaken by school kids in partnership with school volunteers.

This program is intended to accomplish the proper selection and planting of large-crowning, environmentally tolerant, high-quality trees in appropriate places on school grounds. These trees will provide shelter from the sun as well as provide other environmental benefits. By focusing on our youth to make a difference in their educational environment, the program seeks to increase awareness of the benefits of urban and community forests.

## Note:

Tree-planting projects are to be modest in their design. Organizing the planting of a hundred trees with student and volunteer labor requires planning. A modest proposal will allow the kids to focus attention on a quality-planting project and ensure that the trees they plant will thrive. Inexperienced applicants needing assistance are encouraged to contact one of the following parties for help:

- A parent or teacher with tree planting and maintenance training
- A local city arborist
- A CDF Urban Field Forester in your area as listed:

Eric Oldar, Riverside	(951) 320-6125
Bruce Hagen, Santa Rosa	(707) 576-2936
Darla Mills, Fresno	(559) 243-4109
John Melvin, Riverside	(951) 320-6124

email: <a href="mailto:eric.oldar@fire.ca.gov">eric.oldar@fire.ca.gov</a>
email: <a href="mailto:bruce.hagen@fire.ca.gov">bruce.hagen@fire.ca.gov</a>
email: <a href="mailto:darla.mills@fire.ca.gov">darla.mills@fire.ca.gov</a>
email: <a href="mailto:john.melvin@fire.ca.gov">john.melvin@fire.ca.gov</a>

- Herb Bunt, CDF Urban Forestry Program Administrator at (916) 651-6423.

# PROGRAM OVERVIEW

**Funding Total: \$50,000.** Applications will be funded until available funding is depleted. These funds will be distributed in the form of grants to schools and their associated volunteer organizations.

**Minimum/Maximum Award:** The minimum grant request is **\$500**; the maximum is **\$3000**.

**Application Deadline:** December 1, 2004.

**Selection:** January 1, 2005.

**Grant Period:** Grant contracts are expected to be awarded by March 31, 2005. However, because of the State's grant developing process, this date is not guaranteed. Grant projects cannot start until a fully executed grant contract is presented to the applicant. **Projects must be completed by January 31, 2006.**

**Grant Payments:** All grant payments will be made on a reimbursement basis for actual expenses incurred.

**Inquiries:** All questions regarding the program should be directed to the CDF Urban & Community Forestry Field Specialist in the project area or to the Program Administrator at (916) 651-6423.

## **ELIGIBILITY**

### **Eligible Applicants:**

- Public schools and school districts.
- Private non-profit schools, incorporated and qualified under Internal Revenue Code 501c
- These funds are targeted for school programs, K through 12<sup>th</sup> grade.

### **Ineligible Applicants:**

- With the exception of schools, these funds are not available for use by local public agencies and institutions of local government.
- These funds are provided in the spirit of improving campus grounds and for improving the educational environment.

## **PROJECTS**

### **Eligible Projects:**

- Student initiated tree-planting projects with adult supervision.
- Planting large-canopied, locally suited, high-quality trees on K – 12<sup>th</sup> grade school grounds to provide shade and other environmental benefits.
- Appropriate sites including campus streets, walkways, parking lots, general on campus open space, strategic locations to shade classrooms educational arboretums and playgrounds.
- Large-growing trees are defined as those with a minimum mature height of 30 feet with a proportional crown spread.

### **Ineligible Projects:**

- Projects on federal properties, college campuses, private schools for profit, adjacent grounds under the control of local divisions of government; other than school grounds and sites scheduled for landscaping as conditioned by or part of new development where tree planting is required for mitigation.
- Schools that have current local bond measure funds designed for campus tree planting.

## **EXPENSES**

### **Eligible Expenses:**

#### **Funding may be used for the purchase of:**

- Quality container grown trees. All purchased trees must conform to the quality standards available at Selectree, [www.ufe.org](http://www.ufe.org).
- Planting materials including but not limited to mulch, stakes, ties, fertilizer, weed whip guards, animal repellants and water hose.
- Other materials proposed to and accepted by CDF.

### **Ineligible Expenses:**

- Funds may not be used for the rental or purchase of equipment or tools such as augers, shovels, and stake pounders, nor for irrigation pipe supplies, equipment, and related costs.
- Purchasing and storing tree stock as replacements for trees that do not survive.
- Contracts for labor to plant trees.
- Funds for the purchase and placement of root barriers, construction of tree wells or planters.

# APPLICATION PROCEDURE

## FILL OUT THE ATTACHED APPLICATION COMPLETELY!!

- All information should be typed or clearly printed on white, 8-1/2" x 11" paper.
- Double-sided copying is not permitted.
- Keep your proposal to the suggested length and do not attach unsolicited materials.
- Use the preprinted forms where provided (other letters, forms or permits should not be submitted in lieu of the forms).
- Do not enclose the materials in folders or binders.
- Number pages from front to back

### Proposals must include all of the following in the order listed:

1. **Grant Application** signed by the authorized school representative
2. **Statement from the School District** authorizing submission of the proposal and designating a representative to act on the district's behalf. Use the form provided. See Appendix B.
3. **Project Description** in two pages including:
  - The number, size, and species of trees to be planted. Use the full botanical name, i.e., genus, species, and variety. See [www.ufei.org](http://www.ufei.org), Selectree for aid in finding this information.
  - Why the species proposed were chosen.
  - Information sheets on each tree species to be used as part of your application. Access this information through our California "SelecTree" website at <http://www.ufei.org>.
  - The location and a description of the planting site. For example: climate zone, soil texture, soil moisture, exposure, etc. Information is available at [www.ufei.org](http://www.ufei.org).
  - The proposed method of planting and staking the trees. Describe any special site preparations, including protection against vandals, rodents, deer, etc. Refer to tree planting specification used. Tree planting specifications available from the Sunset Western Garden Book and other professional sources for planting ideas and guidelines. See also Tree Planting Specifications at [www.ufei.org](http://www.ufei.org).
  - The proposed short-term maintenance plan including weeding, stake adjustments and removal, and pruning. Who will be performing the maintenance and how often. Method of watering trees and who will be responsible for ensuring it is done.
  - The source of expertise and advice you will use for proper methods of maintaining the trees long term. Refer to specifications at [www.ufei.org](http://www.ufei.org). Who will be responsible for long-term care?
  - The nature and level of school/community support and involvement, including who will organize and oversee the project, and who will actually plant the trees and how help will be recruited. For example: school clubs, PTA, school classes, other community organizations.
  - The educational awareness program you plan to provide to the school as part of this project.
4. **Itemized Budget** giving as much cost-breakdown as possible. Applicants should contact nurseries in their area to get estimates of tree stock costs rather than simply using a fixed cost per tree. Over estimating the amount needed ties up funds that could be used to fund other school projects.
5. **Project Timeline** showing all tasks related to preparation, planting, and maintenance.

## **DISTRIBUTION**

**Send the original and three copies of the application to:**

**Deliveries by Fed Ex, UPS and other services:**

Leaf-It-To-Us  
Resource Management  
CDF Urban Forestry Program  
Attn: Herb Bunt  
California Department of Forestry and Fire Protection.  
1025 Triangle Court, Suite 400  
West Sacramento, CA 95605  
  
Telephone Number (916) 651-6423

**Deliveries by US Mail:**

Leaf-It-To-Us  
Resource Management  
CDF Urban Forestry Program Administrator  
Attn: Herb Bunt  
California Department of Forestry and Fire Protection.  
PO Box 944246  
Sacramento, CA 94244-2460

**Proposal must be postmarked by 4p.m. Wednesday, December 1, 2004**

**Faxed proposals will not be accepted.**

# SUGGESTIONS FOR PREPARING A SUCCESSFUL APPLICATION

Read the application guidelines carefully before and after you prepare your proposal to be sure you have followed all the required steps. Check your proposal carefully for typographical and calculation errors and have someone who is not closely associated with the project proofread the guidelines and your proposal before you submit it. This person is more likely to notice what may be missing, unclear, or unconvincing.

When preparing your project site plans, give consideration to the points raised in the checklist below to help insure a good quality-planting project.

## PLANTING CONSIDERATIONS (use as check list):

Plant proper tree size to avoid interference with buildings and or overhead utility lines.

Plant large growing trees 6 to 10 feet from paved surfaces to avoid future pavement damage from roots.

Choose species that will tolerate the site's environmental conditions, e.g., type of soil, water drainage, full sun or shade, etc.

Determine if long-term irrigation will be needed to ensure tree survival.

In dry areas, plant trees that are adapted to dry soil conditions and use minimal water for maintenance.

Plant water-loving trees in turf or low, wet spots.

Loosen hard and compacted soil.

Keep a lawn-free zone (18 to 24" radius) immediately around newly planted trees.

Mulch bare soil around newly planted trees.

Favor moderate to moderately-fast growing trees.

Consult [www.ufe.org](http://www.ufe.org), the Sunset Western Garden Book and other professional sources for guidelines on how to purchase plant and maintain trees.

## EVALUATION AND SELECTION

Proposals will be evaluated by a CDF review committee. Points will be assigned in the following areas:

- How well the project meets the intent of the Leaf-It-To-Us program. How well tree species chosen will provide shade and other benefits through proper selection and location on campus. Does species selection provide large-canopied, locally suited, high-quality trees? **(0 to 20 points)**
- Clarity of proposal. Submission of all required information in the order and format requested. **(0 to 10 points)**
- Applicant's ability carry out proposed project. **(0 to 5 points)**
- Tree purchase explained and referenced to Standards for Purchasing Container Grown Landscape Trees or other equivalent or better standards. **(0 to 15 points)**
- Tree planting methods explained and referenced to CDF Tree Planting Standards or other equivalent or better standards. **(0 to 20 Points)**

- Referenced provisions to provide for short and long-term maintenance of trees being planted.  
(0 to 15 points)
- Level of student input and planned participation.  
(0 to 10points)
- Explanation of education opportunities. Use of resource materials and programs such as Project Learning Tree, Project F.I.T., Project WILD or The National Arbor Day Foundations “Trees are Terrific”  
(0 to 5 points)

## **NOTIFICATION**

### **AWARD OF CONTRACTS**

Notification of grant award or denial will be mailed by January 1, 2004.

The State reserves the right to reject any and all proposals. The award of contracts will be to the highest rated proposals, and will be awarded only if state funding is available and allocated to the Urban Forestry Program.

### **PROTEST**

Notice of the proposed awards shall be posted in CDF’s office at the address indicated above for a period of at least five working days before actual award of the contracts. If before the award, any bidder files a protest against the awarding of these contracts, the contracts shall not be awarded until the protest has been withdrawn or the Department of General Services has decided the matter.

Within five days after filing the protest, the protesting bidder(s) shall file with the Department of General Services, a full and complete written statement specifying the grounds for the protest. Protests shall be limited to the grounds specified in Section 10345 of the Public Contracts Code.

## **GRANT AGREEMENT**

After initial notification is made, and after returning any clarification asked for by CDF, a contract form will be mailed to grant recipients to be signed and returned to CDF. Grant recipients may undertake their project only when the signed contract is returned to the project contact person.

No alteration or variation of the terms of the grant or scope of the project will be valid unless a written proposal is agreed to and signed by all parties. Grant payments may be withheld or denied if a project does not comply with the proposal description as approved or amended.

## **PAYMENTS**

Grant payments will be made on a reimbursement basis. Payments will be made for actual expenses only and no pre-payments will be arranged. Interim payments will be subject to a 10% hold back. When the final billing is made the 10% hold back must be billed for. Payments will be forwarded after the CDF Urban Field Specialist for the project receives expense receipts, accompanied by satisfactory brief progress reports. These will be expected on a monthly basis.

Receipts for tree purchases must be accompanied by a Certification of Purchased Trees form. See Appendix C. The purchasing agent of the trees for the project must sign the form, certifying that all the trees purchased meet or exceed standards for purchasing container grown landscape trees. Trees that do not meet these standards will not be eligible for reimbursement.

### **Reimbursement will not be made for:**

- Costs incurred in excess of the grant amount.
- Costs that do not qualify as eligible expenses.
- Costs that are inconsistent with the itemized budget submitted with the proposal or as amended.
- Costs incurred prior to the execution of the grant agreement.
- Costs incurred after the expiration date of the contract.



## **PROGRESS AND COMPLETION REPORTS:**

Grant recipients will be required to provide brief status reports at the times of submitting a project invoice(s). A Completion Report will be required with the final billing. The Completion Report will contain a short synopsis of the project plus final photos and comments. Reports are to provide the following:

- The number, species, and size of trees planted
- The number of students and community volunteers involved with the project
- The total number of volunteer hours spent on the project
- Any difficulties encountered and how they were resolved
- Photographs of activities and plantings
- A comprehensive, itemized accounting of all expenditures
- Signed Certificate of Purchased Trees. See page 19.

## **INSPECTIONS:**

Grant recipients shall permit periodic site visits by a CDF Urban Forest Field Specialist to ensure program compliance. The CDF Urban Field Specialist shall be given access to project sites and events, and the right to examine all documents related to the grant.

## **ACCOUNTING**

Grant recipients may be subject to examination and audit after final payment is made. Grant recipients are responsible for maintaining accurate records of fiscal transactions, including original documents such as purchase orders, invoices, receipts, and canceled checks. Adequate documentation of the project shall be retained such as photos, news clippings, press releases, etc.

(school letterhead)

**LEAF-IT-TO-US  
KID'S CRUSADE FOR TREES  
GRANT APPLICATION  
2004-2005**

DATE OF APPLICATION: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE: (California) ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX #: \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ CONTACT PERSON PHONE \_\_\_\_\_

CONTACT PERSON E-MAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

GRADE LEVEL(s) INVOLVED: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_

GRANT AMOUNT REQUESTED: \_\_\_\_\_ TOTAL PROJECT COST: \_\_\_\_\_

STATE SENATOR: \_\_\_\_\_ SENATE DISTRICT: \_\_\_\_\_

STATE ASSEMBLYPERSON: \_\_\_\_\_ ASSEMBLY DISTRICT: \_\_\_\_\_

*To find out who your State Senator and State Assemblyperson are, call the Bill Room in Sacramento at: (916) 445-2323 or consult your local phone directory for assistance.*

## **PROJECT DESCRIPTION**

Briefly describe your project detailing the goal of the project, how your class/ school intends to carry out the project (fundraising, purchasing the trees and materials, preparing the site, planting, watering, and maintenance of the planted trees, etc.), where are the trees to be planted (a sketch or photos is required), and the expected completion date. Be sure to address all those items and issues addressed in the prior pages, especially those discussed under item number 3 under Application Procedures (page 5).

**Project description continued**

Applicant has read, understood, and agrees to be bound by the grant guidelines and certifies that the information contained herein and in the attached proposal is accurate.

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*(Signature of applicant's authorized representative)*

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*(date)*

## Itemized Budget 2004-2005

**Grant Applicant:** \_\_\_\_\_

This itemized budget should include an estimate of costs to carry out the proposed project based on actual quotes received from nurseries and suppliers. Estimate costs should be as specific as possible and should only include eligible expenses as set forth in the guidelines. Provide a detailed breakdown of all items.

**Example Only:**

**TREE STOCK:**

10ea, 15-gallon *Fraxinus oxycarpa*, 'Raywood'/Raywood ash @ \$28/ea. \$280.00

TREE STOCK:	
STAKES & TIES:	
WEED WHIP GUARDS/ WOOD CHIPS:	
PLANTING MIX & FERTILIZERS:	

LIST EXPENSES TO BE COVERED BY OTHER SOURCES NEEDED TO CARRY OUT THIS PROJECT:

Subtotal \$ \_\_\_\_\_

Tree Stock Shipping Charges \$ \_\_\_\_\_

Tax \$ \_\_\_\_\_

Total Grant Request: \$ \_\_\_\_\_

Budget prepared

by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

## Project Timeline

**2004-2005**

*(Type or Print clearly)*

Grant Applicant: \_\_\_\_\_

Please list planned activities (on a monthly basis)

\_\_\_\_\_  
March 2005

\_\_\_\_\_  
April 2005

\_\_\_\_\_  
May 2005

\_\_\_\_\_  
June 2005

\_\_\_\_\_  
July 2005

\_\_\_\_\_  
August 2005

\_\_\_\_\_  
September 2005

\_\_\_\_\_  
October 2005

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November 2005

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December 2005

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January 2006

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**January 2006: (January 31, 2006 is the end of the grant period)**

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(school letterhead)

**SelecTree  
Verification  
2004-2005**

[www.ufei.calpoly.edu](http://www.ufei.calpoly.edu)

I have utilized the tree selection software know as “SelecTree” and feel that the trees proposed for this school planting project are the best suited based on the attached copy(s) of tree species data sheets reflecting the tree species of choice for this project

\_\_\_\_\_  
(Signature coordinator)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Project coordinator title)

\_\_\_\_\_  
(Telephone #)

(Sample of “SelecTree” data sheet needed for each species planned for use)

(school letterhead)

**Governing Body Statement  
2004-2005**

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Date: \_\_\_\_\_

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**School/School District**

hereby authorizes the submission of the grant proposal entitled \_\_\_\_\_  
for the 2003/2004 California Department of Forestry and Fire Protection Leaf-It-To-Us tree  
planting grant program.

For the purposes of this project, \_\_\_\_\_, is designated as the  
representative to act on the school districts behalf.

(The individual named here must be the same person named as the applicant's authorized representative on the proposal  
cover sheet).

\_\_\_\_\_ has agreed to act as our sponsor for this  
project.

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District Superintendent

(This statement must be signed by someone other than the applicant's designee named in paragraph two above).

(school letterhead)

## CERTIFICATION OF PURCHASED TREES

I, \_\_\_\_\_ certify that all trees purchased meet or exceed the standards  
(REPRESENTATIVE AUTHORIZED IN RESOLUTION)  
specified for nursery trees. (**Appendix D**)

Attached is our invoice for reimbursement and copies of bills for the trees purchased under this contract.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(QUALIFICATIONS/TITLE)

Attachment(s)